

BUREAU OF THE BUDGET
WASHINGTON 25, D. C.

November 15, 1948

My dear Mr. Pforzheimer:

There are attached two copies of revised Budget Circulars A-9 and A-19 which were transmitted to the heads of agencies by the Director of the Bureau of the Budget last week.

These revisions make no major substantive changes in prior procedures, but are designed to make the instructions on coordination and clearance of legislation as self-explanatory and complete as possible. You will note that, among other things, the required number of copies of reports for transmittal to the Bureau on proposed and pending public legislation has been changed from two to four. This change was based on our findings that the Bureau makes an average of three referrals of each agency report on public legislation to other agencies for an expression of views. The Bureau therefore has been required in nearly all instances to make additional copies of these reports or to obtain additional copies from your office with consequent inconvenience and loss of time.

It is recognized that the new requirement may involve certain adjustments on your part in preparing the larger number of copies. However, we feel sure that the sooner agencies meet this requirement, the sooner we shall overcome one of the sources of delay in the clearance operation.

I appreciate very much your cooperation in this matter and hope that you will feel free to offer any suggestions for further changes in the present procedure.

Sincerely yours,

Elmer B. Staats

Assistant Director,
Legislative Reference.

Mr. Walter L. Pforzheimer,
Assistant General Counsel,
Central Intelligence Agency,
Rm. 7115, North Interior Building,
Washington, D. C.

Attachments.

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